

STATE OF CALIFORNIA

STEVE WESTLY,  
California State Controller

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: December 31, 2003

PAYROLL LETTER # 03-028

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **DESIGNEE FOR STATE PAYROLL WARRANTS**

This letter provides information regarding modifications to the designee data collected on Forms STD. 243, Designation of Person Authorized to Receive Warrants and STD. 457, CSU Student Payroll Action Request. Based on an inquiry and upon subsequent review, it has been determined that personal information of a designee is not needed. Consequently, the designee's social security number and age must no longer be collected on these forms effective immediately.

Revisions to the Forms STD. 243 and STD. 457 are in progress and will be available when the current stock has been depleted. Orders for these forms can be made through the Department of General Services.

Agencies/campuses may continue using their current supply. However, please line or cross out the form's social security number and age boxes before providing the form to the employee for completion.

With the above change, prior to the release of the warrant(s) to a designee, agencies/campuses MUST have the designee complete IRS Form W-9, Request for Taxpayer Identification Number and Certification. Maintain the Form W-9 in the deceased employee's file. The designee's age can be verified via a valid driver's license or identification card. This will ensure accurate completion of the Form PPSD21, Deceased Employee Data.

Revisions to the PPM are forthcoming. Questions regarding the above changes can be directed to Lisa Losh at (916) 324-5879 or by email at [Llosh@sco.ca.gov](mailto:Llosh@sco.ca.gov).

JRH:LL:PMAB